

CHIEF OF POLICE – CITY OF GREY FOREST

SALARY – DEPENDING ON QUALIFICATIONS

Job Summary

Under general administrative direction, is responsible for planning, directing, managing, and overseeing the activities and operations of the Police Department including field operations, investigations, support services, and general administration. Coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Council and Mayor. Exercises direct supervision over all police department functions.

Essential Job Functions

- Assumes full management responsibility for all department services and activities, including patrol, traffic, criminal investigations, special operations, records and communications, internal affairs, and law enforcement; and recommends and administers policies and procedures.
- Manages the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement, and directs the implementation of changes.
- Acts as official departmental representative to other City departments, elected officials, and outside agencies; explains, justifies, and defends department programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues.
- Selects, motivates, and evaluates department staff; provides or coordinates training and works with employees to correct deficiencies; and implements and administers disciplinary and termination procedures.
- Plans, directs, and coordinates, through subordinate-level staff, the department work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures.
- Manages and participates in the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary.
- Coordinates departmental activities with those of other departments and outside agencies and organizations; provides staff assistance to City Management and City Council; and prepares and presents staff reports and other necessary communications.

- Responds to and resolves sensitive inquiries and complaints from both internal and external sources.
- Attends City Council meetings and takes necessary action regarding Council agenda items.
- Manages, directs, and oversees maintenance of law and order, protection of life and property, regulation of traffic, apprehension, arrest, and detention of law violators, and maintenance of police records.
- Provides staff support to a variety of boards and commissions; attends and participates in professional group meetings; and stays abreast of new trends and innovations in the field of law enforcement.
- Confers with citizens and City officials on law enforcement problems; assists in the development of innovative municipal law enforcement policies; and confers with civic and business groups on police and management policies relating to department philosophy.
- Reviews disciplinary cases; initiates internal investigations when appropriate; and provides corrective action as needed.
- Reviews and analyzes reports, legislation, court cases, and related matters and prepares the responses for legal actions.
- Performs related duties and fulfills responsibilities as required.

Job Requirements

- Bachelor's Degree from an accredited college or university with major coursework in Criminal Justice, Public or Business Administration, or a related field.
- Ten (10) years of increasingly responsible professional experience in municipal police work, including three (3) years of senior command, administrative, or supervisory responsibility.
- Or Equivalent combination of education and experience.
- Applicants for this position must pass a Criminal Justice Information Systems (CJIS) fingerprint-based background check and maintain CJIS eligibility. Due to CJIS requirements related to system access, the following will result in being disqualified for this position: Felony Convictions, Felony Deferred Adjudication, Class A & B Misdemeanor Deferred Adjudication, Class B Misdemeanor Convictions, an Open Arrest for Any Criminal Offense (Felony or Misdemeanor), and Family Violence Convictions.
- Valid Class 'C' Texas Driver's License.
- Master Peace Officer of Texas Certificate issued by the State of Texas.

Knowledge, Skills, and Abilities

- Knowledge of operational characteristics, services, and activities of municipal law enforcement programs.

- Knowledge of organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of advanced principles and practices of municipal budget preparation and administration.
- Knowledge of principles of supervision, training, and performance evaluation.
- Knowledge of pertinent Federal, State, and local laws, ordinances, statutes, and regulations.
- Knowledge of technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and environmental protection.
- Knowledge of law enforcement issues and needs of the City, including specific community and neighborhood issues.
- Knowledge of Police department rules, regulations, and procedures.
- Knowledge of use of firearms and other modern police equipment.
- Skill in operating a personal computer and utilizing rudimentary software.
- Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient law enforcement services for the City.
- Ability to analyze problems, provide alternatives, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations.
- Ability to identify and respond to community and City Council issues, concerns, and needs.
- Ability to provide administrative and professional leadership and direction to subordinate staff.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with City staff and officials, other government officials, community groups, the general public, and media representatives.
- Ability to identify and respond to community and City Council issues, concerns, and needs.
- Ability to properly interpret and make decisions in accordance with laws, regulations, and policies.
- Ability to respond rapidly and effectively in emergencies.
- Ability to interpret and apply Federal, State, and local policies, procedures, laws, and regulations.

Physical Requirements

Physical requirements include visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate various types of law enforcement and general office equipment. Must be able to perform all duties associated with a police patrol officer. Working conditions are both in an office environment (50%) and in the field as a uniformed police supervisor (50%).